

Circuit Court System December/2005 Software Release Announcement

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

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Contact: Circuit Court Team, Lansing: (888) 339-1547 or e-mail the help desk.

Release Highlights

- 20% Late Fee Assessment
- Caseload Part 4 Case Age Detail and Summary Percentage reports

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C42 Midland.

20% Late Fee Assessment

An option has been added to automatically assess the 20% late fee to delinquent criminal case accounts. This option can be run from the Financial Menu or can be scheduled to run automatically on a periodic basis. Please contact JIS if you wish to have the job scheduled. Of course, this option requires case assessments and payments be made in the circuit system.

The late fee will trigger 56 days after a due date. The due date will be updated to the current date when entering sentencing information and when payments are made. If the defendant continues to make payments, the late fee will not be assessed. Below are the criteria to qualify for the late fee.

- the case must be criminal;
- the case must be closed;
- the closed date must be on or after a requested start date;
- if requested by judge, the case judge must match;
- the due date must be over 56 days old (calculated from the latest due date or closed date);
- the late fee must not currently be assessed (the late fee can only be assessed once).

Court Sentencing Screen

- When adding a new event for assessments, the Payment Due field will default to the current date. This date can be overridden if desired.

Court Cash Receipting Screen

- When a payment is made on a case, the Payment Due field on the case will be updated to the current date.

Register of Actions display/print

- The ROA will display/print the late fee date in addition to the payment due date.

20% Late Fee Assessment Report

- The new report option has been added to the Circuit Financial Management Menu at the bottom of page 2.
- Place an X before the option and press ENTER. The Selection screen will display to enter report criteria.
- Enter a judge for the report or leave blank for all judges cases.
- Enter the late fee cash code. If you currently do not have a late fee cash code, first establish the cash code using the Cash Code Maintenance option on page 1 of the financial menu.
- Enter a start date for the report. Cases closed on or after the start date will qualify for the report.
- Enter Y to print the report of cases qualifying for the late fee.
- Enter Y to add the late fee assessment for qualifying cases.
- Press ENTER to submit the report.

It is recommended that the Late Fee report be run without adding the assessment in order to determine the appropriate selection criteria first.

Caseload Part 4 – Case Age Detail and Summary Percentage reports

An option has been added to the caseload report to generate the Case Age Detail and Summary reports. This report calculates the percentage of cases pending and disposed in comparison to the Caseload Management Guidelines (Administrative Order 2003-7).

- Request this report from the Report Menu by placing an X next to the Caseload report option then press ENTER.
- The new report option is listed as 4%. This report option can be run along with other parts of the caseload report or independently.
- The report will generate for each judge along with a report for the entire county.

Note: Caseload Part 4 reports may be quite long depending on the number of local and visiting judges.

Name Indexes

Both the circuit name index and the Central Name Index (CNI) have been changed per SCAO. A user that does not have authority to view non-public cases will no longer see non-public case names on the name indexes.

Central Calendar

The central calendar (CCL) has also changed to remove non-public cases from the calendar if the user does not have authority to non-public cases.

Forms

Notice of Right to Appellate Review (CC265)

Per SCAO, this form replaces CC265a and CC265b. CC265b form should no longer be used. CC265a may be used until stock is depleted. This change was actually distributed to courts prior to this release.

- To generate this form, use the same APP form code or next transaction line code to access the request screen.
- Verify the court address on the screen and press F2 to generate the form. The system no longer provides the choice to printer the a or b versions of the form.

Future Release Items

- SCAO Outstanding Receivables required reporting.
- Delay in Criminal Proceedings report which will replace the Speedy Trial report.

Jury System

- The March/2005 Jury System release featured the custom summons. If you are interested in making your jury summons look better and easier to prepare, please contact us.
- If your county does not use the jury system and would like more information, please contact the CCS Help Desk.